

## ***Administrative Officer Canaveral National Seashore***

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**Bob Shannon**

Working for the National Park Service since 1987 has truly been a rewarding experience, although my job is primarily related to office work, I have had the opportunity to learn about, share information and assist in protecting our National Treasures. Throughout my career with the National Park Service I have worked

for the Washington Office, Regional Offices and several National Parks, Monuments, Lakeshores, and Seashores across the country. I feel very fortunate to have the opportunity to work at Canaveral National Seashore as the Administrative Officer.

The primary responsibility of the Administrative Division is to advise the Superintendent, and supervise program areas related to:

- Budget/Finance
- Human Resources
- Information Management
- Acquisition and Property Management

Administrative functions include:

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| • Pay Administration                        | • Discipline and Behavioral Problems                        |
| • Payroll and timekeeping\Employee Benefits | • Employee and Labor Relations                              |
| • Training and Development                  | • Purchasing  |
| • Travel Services                           | • Automotive Fleet Management                               |
| • Collections Support                       | • Contracting   |
| • Payment of Invoices                       | • Information Technology                                    |
| • Internal Controls and Audits              | • Telecommunication Services                                |
| • Recruitment                               | • Agreements with agencies, public and private institutions |
| • Performance Management                    |   |